

Guidelines for Completing Green Sheets for the NDOR Local Projects Section



Guidelines for Completing NDOR Local Project Section Green Sheets

The Nebraska Department of Roads (NDOR) Local Project Section (LPS) Green Sheets are used to record and communicate environmental project commitments made by local project sponsors throughout project development. Transportation projects have the potential to impact the surrounding environment and in many situations actions are agreed upon by project sponsors to avoid or minimize potential impact. These actions used to avoid or minimize environmental impacts are referred to as commitments. Examples of environmental commitments include: erosion control measures, threatened and endangered species surveys, maintenance of wetlands, and historical building preservation.

The LPS Green Sheets are used to communicate and document the commitments which will be implemented as the project moves forward. The Green Sheet will be used by local project sponsors and NDOR to identify the various types of environmental commitments that a project requires. Green sheets should be used to track environmental commitments a project requires so that Construction and Design staffs are aware of these requirements in the planning process.

Requirements for LPA Green Sheet Preparation

A Green Sheet must be prepared and included with the Plans, Specification, and Estimates package (PS&E package) to document that all required coordination materials, NEPA documents, and environmental permits have been acquired. The Green Sheet is used for the following types of federal actions: Programmatic Categorical Exclusions (PCE), Categorical Exclusions (CE), Environmental Assessments (EA), or Environmental Impact Statements (EIS). The description below details who will create Green Sheets.

The NEPA document preparer is responsible for completing the final Green Sheet. The final Green Sheet will have the words "Final Distribution" next to the red number on the first page of the form.

Preparing the Final Green Sheet

The NEPA document preparer creates the final Green Sheet once all required NEPA Documents have been approved by the required parties (FHWA and NDOR, only NDOR for a Programmatic Categorical Exclusion), all environmental permits have been obtained, and final plans have been approved. The Green Sheet is then submitted to the Responsible Charge (RC) for review.

Reviewing the Final Green Sheet

The NEPA document preparer is required to submit the final Green Sheet, to the Responsible Charge (RC) for review. The RC will send any comments on the Green Sheet to the Green Sheet preparer for revisions. Once the Green Sheet has been revised to the RC's satisfaction they send the Green Sheet to the NDOR LPD Project Coordinator for review. The NDOR LPD Project Coordinator will send the Green Sheet to NDOR Environmental Section for review. The NDOR Environmental Section will review the Green Sheet. Once the Environmental Section has approved the Green Sheet it will be sent to the LPD Project Coordinator for them to review the project plans. Once the LPD Project Coordinator approves the Green Sheet then they will send it to the LPD Section Head for approval. Once the Environmental Section, LPD Project Coordinator, and LPD Section Head have all approved the Green Sheet then it will be routed to

Guidelines for Local Project Section Green Sheets

all individuals listed on the last page of the Green Sheet and a copy of the Green Sheet will be placed in the PS&E Package and in the project file.

LPA Green Sheet Template

The Green Sheet Template should be used for all types of Local Public Agency (LPA) Federal Aid Projects including: Safe Routes, Secondary Road, Transportation Enhancement, and Urban projects. The Green Sheet template is available at the following website:

<http://www.dor.state.ne.us/gov-aff/downloads.htm>.

How to Complete a Green Sheet Template

Green Sheet Pages 1 & 2: These pages of the Green Sheet have check and comment boxes to enter information on the environmental clearances and permits a project requires.

Green Sheet #: This item is found in the upper right hand corner of each Green Sheet template in red text. It is in the upper right hand corner of the first page of the template. The Green Sheet number is used to track the Green Sheets for a project because there can be several of them for a single project.

If you are creating the first Green Sheet for a project then place a 1 in this space. If this is the second Green Sheet for a project then place a 2 in this space. All green sheets must be filed in the project file so check the project file in order to determine how many Green Sheets have been created for a project. **The final Green Sheet for a project** must have the words “Final Distribution” placed, in bold and in red text, near the Green Sheet number on the first page of the Green Sheet.

Project No.: Enter the Project Number (ex. BRO-7049(34))

Control No.: Enter the Project Control Number (ex. 21597)

Location: State the project name for this project.

NDOR/FHWA Environmental Clearance: State the dates NDOR and FHWA approved the NEPA documents for the project.

Note: Programmatic Categorical Exclusions (PCE) projects only require NDOR approval.

Comments: add any comments regarding the NDOR/FHWA clearance of this project.

404 Permit Required: Check “yes” or “no” on whether or not a 404 permit was required.

Received: Enter the date the 404 permit was received

Permit No.: Enter the 404 permit number.

Acres Impacted: State the number of wetland acres total that will be impacted by this project

Acres Mitigated: State the number of wetland acres total that will be mitigated

Location: State the location of the wetlands in the 404 permit.

Project Mitigation Ratio: Enter the ratio for this (ex. 4:1)

404 Permit Type: Check the 404 permit type that this project required.

Wetland Delineation: Check “yes” or “no” for whether or not delineation was conducted for this project.

Date Delineated: State the delineation date

Who Delineated: State the person and/or company that conducted the delineation.

Comments: Add any comments pertaining to the Wetland delineation or the 404 permit.

401 Water Quality Certification Required: Check the appropriate box indicating if this certification was required.

Received: State the date the certification was received.

401 Certification Type: Check the appropriate certification type if your project required a Section 401 Water Quality Certification.

Note: If you are issued a Nationwide 404 permit then you are automatically issued a Section 401 Water Quality Certification. If you received an individual 404 permit then you must apply for an Individual 401 Water Quality Certification from the Nebraska Department of Environmental Quality (NDEQ).

Comments: Add any comments pertaining to 401 Water Quality Certification.

State Title 117 Waters: If the U.S. Army Corps of Engineers (USACE) has made the determination that wetland resources impacted by the project are "non-jurisdictional," you must coordinate with the Nebraska Department of Environmental Quality (NDEQ) to ensure compliance with State Title 117 (State Surface Water Quality Standards).

Check Boxes: Check “yes” or “no” indicating whether or not a Section Title 117 concurrence was required.

Received: State the date the concurrence was received

Acres Impacts: State the total Title 117 waters acres impacted by this project

Acres Mitigated: State the total Title 117 water acres mitigated for this project.

Location: State the location of the Title 117 Waters

Project Mitigation Ratio: State the ratio (ex. 4:1)

Comments: State any comments regarding the Title 117 waters or permit.

Floodplain Permit Required: Check “yes” or “no” indicating if a floodplain permit was required.

Received: State the date the permit was received

Permit No.: State the permit number

Comments: List any information regarding the floodplain or the permit.

Guidelines for Local Project Section Green Sheets

Historic Clearance: Check the box which represents if historic clearance was received for this project.

Received: State the date the historic clearance was issued.

Comments: State any comments pertaining to the project's historic clearance

Threatened and Endangered Species Clearance: Check whether or not T&E clearance was received for this project.

Received: State the date the USFWS clearance was issued

NGPC: State the date the Nebraska Game and Parks Commission issued project clearance.

USFWS: State the date the US Fish and Wildlife Service issued project clearance.

Comments: State any comments pertaining to T&E Species commitments

NPDES/Stormwater Permit No.: State the NPDES permit number.

Special Provisions: Check the “yes” box if this project was issued any permit or environmental clearance that requires this project to follow specific conditions. For example if this project was issued a: 404 permit or Title 117 Waters permit then there are specific conditions in the permit that this project must follow.

Check “no” for this item if this project was not issued any permits or clearances that require this project to comply with specific conditions. For example no 404 permit or any other permits were required for this project.

Special Notes on Plans: If there were any notes that were written on the project plans for this project that pertain to any environmental commitments specify that here.

Green Sheet Page 3: **Green Sheet Approvals.** There are 4 NDOR Employees listed on this page that must initial to approve the Green Sheet. Once all 4 of these people have approved the Green Sheet it is then considered approved by NDOR and it will then be routed to all the people on the distribution list on the last page of the Green Sheet and a copy placed in the PS&E package.

Green Sheet Page 4: This page is used to list all the Environmental Commitments that this project is subject to.

Project No.: Enter the Project Number (ex. BRO-7049(34))

Control No.: Enter the Project Control Number (ex. 21597)

Project Name: State the project name.

Letting Date: State the letting date for the projects.

Guidelines for Local Project Section Green Sheets

County: State the county this project is in.

Designer: State the name and phone of the project designer

Environmental Project Contact: State the name and phone of the person that completed the NEPA documents for this project.

Responsible Charge: State the Responsible Charge's name and title in this blank.

Location: State the project name for this project.

Guidance on completing this page: If the project has any of the following Environmental Commitments or Permits they must be included in this section of the Green Sheet. Include details on each commitment and the project contact person that is most knowledgeable on each specific commitment.

This section can be as short or as long as needed. Continue this section onto additional pages if needed to list all the applicable environmental commitments for the project.

NOTE: All concurrences, permits required for the project (USACE 404 permit, 401 Water Quality certification, NPDES Permit, ect.) must be obtained prior to submittal of the Green Sheet for review. The Green Sheet must be approved and contain all concurrences, permits and approved NEPA documents as attached at the time of PS&E turn in.

If your project has a 404 Permit include the following information in this section:

1. List the Specific Conditions from the 404 permit
2. Insert the site descriptions of all wetland sites from the project's 404 permit application.
3. State any other commitments pertaining to wetlands.
4. **List the contact information, including name, phone number, and email address, for the person that applied for the 404 permit.**
5. **Attach a copy of the 404 permit (including the Fact Sheet) to the Green Sheet.**

Threatened and Endangered Species Commitments:

1. State any commitments the US Fish and Wildlife Service concurrence letter states for this project
2. State any commitments the Nebraska Game and Parks Commission (NGPC) states for this project
3. State any commitments the NDOR Wildlife Biologist requires for this project.
4. **List Eric Zach as the contact person for any commitments pertaining to Threatened and Endangered Species.** Eric Zach, NDOR Biologist, eric.zach@nebraska.gov, (402) 479-4766.
5. **Attach a copy of survey protocols for any Threatened and Endangered Species surveys (including: Bald Eagle, Interior Least Turn, Piping Plover, River Otter, Swift Fox, and Whooping Crane) that are required for the project.**

Wellhead Protection Area Commitments:

1. **If this project is in a Wellhead Protection Area include the following language:** “This project has been identified as being located within a Wellhead Protection Area. For additional information contact NDEQ or go to NDOR’s website for a link to the NDEQ website.”
2. List any wellhead protection area specific commitments that pertain to the project.
3. **List the contact information for the person that made the determination that this project was in a wellhead protection area.**

State Historical Society Commitments:

1. State any commitments the SHPO concurrence letter states for this project.
2. **List contact information of the person that prepared the NEPA documents for this project.**
3. **Attach a copy of the SHPO concurrence letter that states the specific commitments pertaining to this project.**

Floodplain Permit Commitments:

1. State any specific commitments the floodplain permit requires for this project
2. **List the contact information of the person that applied for the floodplain permit for this project.**
3. **Attach a copy of the Floodplain Permit Application and the Floodplain Permit.**

Any Other Environmental Commitments:

1. State any other commitments that this project is required to follow.
2. **List a contact person, and their contact information, for each additional environmental commitment.**
3. **Attach a copy of correspondence that states the specific commitments which affect this project.**

Green Sheet Page 5: This page is that Distribution List page. Once the final green sheet has approved by all the people on Page 3 of the Green Sheet it will be routed to all people on Page 4. A copy of the final Green Sheet will be place in the PS&E Package and the Project File. The information on the Green Sheet will be entered into the LPD database and a copy of the Green Sheet will be placed on NDOR’s Falcon System.

If you have any questions on this guidance contact Allison Zach, NDOR Environmental Analyst, (402) 479-3632 or allison.m.zach@nebraska.gov.